

**Water/Wastewater Commissioners’  
Meeting Minutes  
July 9, 2013**

Present: Robert E. Courage, Chairman  
Dale A. White, Vice-Chairman  
David Boucher, Director  
Evelyn Gendron  
Absent: Michael E. Putnam, Member

**Call to Order:**

Chairman Courage called the meeting to order at 6:00 p.m.

**Appointments:**

Wilton Sewer Commissioners – Chairman Courage welcomed the Wilton Sewer Commissioners, Mr. Tom Herlihy, Chairman, Mr. Tom Schultz, and Mr. Chris Carter. Chairman Courage explained that while the Milford and Wilton attorneys will be responsible for handling the contractual language of the Milford-Wilton Inter-municipal agreement renewal, the exchange of general infrastructure, infiltration, Milford Water Utilities Departmental history, billing practices, etc., is welcomed. Director Boucher explained that the Inter-municipal agreement will need to go back and forth several times between parties before the agreement is finalized and accepted by all parties. Mr. Schultz explained Wilton’s three-member Board of Sewer Commissioners handles matters independently from Wilton’s three member Board of Water Commissioners, namely Tom Schultz, Frank Edelblut and William Condra. Wilton’s Sewer Commissioners are determined to work cohesively on short and long-term projects and look forward to understanding Milford’s sewer policies and practices relative to collecting payment from non-paying customers. Commissioner Schultz said that the Wilton Water Commissioners will not shut off Wilton water customers who are non-paying Milford sewer customers in order to collect Milford sewer payments, per the decision made during the previous Wilton Sewer Commissioners’ meeting. Discussion followed regarding Milford meter practices, and payment collection practices. Mr. Schultz advised correspondence will be forthcoming to Mr. Boucher in response to concerns of a Maple Street homeowner’s history of not paying Milford sewer charges due to cited long-standing Wilton water meter issues. Director Boucher briefly explained how Wilton is billed, i.e., the Wilton interceptor, shared monthly operating estimates of the Milford Water Utility’s annual operating budget, monthly debt service estimates, and Wilton’s obligation for paying 14.89% of the cost of operating Milford’s wastewater treatment facility. Mr. Carter said Wilton’s infiltration and groundwater run-off issues will continue to be investigated and corrected. Mr. Boucher recalled the benefits of a previous Milford in-flow/infiltration study to prioritize areas and determine rehabilitation project budgets. Mr. Boucher explained the expired NPDES permit for effluent discharges to the Souhegan River, and the mutual obligations of the two towns to meet stringent mandated permit limitations and a CMOM maintenance plan, as Wilton is Milford’s “satellite community”. Mr. Schultz said Wilton is a major partner to Milford, not just a customer. Chairman Courage said the Wilton Sewer Commissioners are welcome to approach the Milford Water and Sewer Commissioners any time. He recalled how the Milford Board of Selectmen were overseers of the municipal water and sewer operations until 2005, when the selectmen

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decided to appoint a committee to study the merits of forming a separate entity and soon thereafter the three member Board of Water and Sewer Commissioners were elected. Some years later the Water Utilities Department separated from the Public Works Department. Mr. Courage explained Wilton contributed 14.89% of Milford's compost facility upgrade expenses, without a bond issue, as capital reserve funds were accumulated and utilized. Mr. Carter asked that Wilton be kept apprised of Milford's plans for capital reserve projects, as the Water Utilities Department develops its 2014 budget. Mr. Courage said that Milford would continue to keep the Wilton Sewer Commissioners informed of budget plans. Mr. Boucher explained Wilton is not currently billed for Milford's Industrial Pretreatment Program progress, coordinated by Teton Environmental, and that Milford's collection system is being GIS-mapped in conjunction with the Milford Conservation Commission efforts as part of Milford's MS-4 permit involvement. Mr. Boucher will look into the matter described by Mr. Carter that Monadnock Water, which is on their own metered well and not on Wilton's water distribution system, appears to be discharging water three times per week into the pipes during their water cleaning/purification/de-ionization process. Mr. Carter said Monadnock Water is being charged for what water is discharged, but the water should be redirected onto Monadnock's fields. Mr. Boucher said Monadnock may be adding chemicals as part of their cleaning process, and Milford could investigate the cleaning process as part of the Milford Industrial Pretreatment Program, if the Wilton Sewer Commissioners are concerned with understanding what is being discharged.

Vice-Chairman White invited the Wilton Sewer Commissioners to schedule a tour of the Milford Water Utilities, where a dedicated staff does a great job with keeping prices in check while accomplishing tasks. Mr. Carter asked what Milford needs from Wilton. Mr. Boucher requested an updated sewer map to replace the one established circa 1970. Mr. Carter asked that a copy of the 1970 map be sent to him, to compare with records made available by outgoing Wilton Sewer Commissioners. The Milford Water and Sewer Commissioners thanked the Wilton Sewer Commissioners for participating in this evening's informational exchange.

### **Decisions:**

843 North River Road, Milford & 1 Maple Street, Wilton – Request for Waiver of Sewer Entrance Fee – Mr. Boucher referred to a map prepared by Meridian Land Services and explained Mr. Mark Danforth's property at 843 North River Road, which is situated behind the Pine Valley Mill. The map, created during the time that the Falcon Ridge project was being built in 2003, indicated "proposed sewer service connections." When Mr. Danforth bought the house, he inherited a unique scenario. The tax map indicates the property is on town sewer, however the property is not actually connected, verified with the Collection System Foreman having dyed the nearby sewer line, and sewer fees have not been collected. Mr. Danforth offered to meter the neighbor's well. Following discussion, Vice-Chairman White made the motion to waive the sewer entrance fees to both the property at 843 North River Road and 1 Maple Street on the condition that the well located on Mr. Danforth's property and supplies water to both houses be metered and read on a regular schedule for sewer billing purposes. The Office of Community Development will be notified of the Water and Sewer Commission's decision for the purpose of issuing the certificate of occupancy. Mr. Danforth will complete the sewer entrance paperwork. Chairman Courage seconded the motion. All voted in favor.

Approval of Meeting Minutes – Vice-Chairman White made the motion to approve the minutes of the June 25, 2013 meeting with amendments. Chairman Courage seconded the motion. All voted in favor.

Water Users Fee/Tax Collector's Warrant – The Commissioners signed this document as presented for the June 2013 Bill Commitment 130628 and for the June 2013 Final Bills issued.

Sewer Users Fee/Tax Collector's Warrant – The Commissioners signed this document as presented for the June 2013 Bill Commitment 130628 and for the June 2013 Final Bills issued.

Title Change – Chairman Courage made the motion to change Superintendent David Boucher's title from Superintendent, Water Utilities Department to Director, Water Utilities Department. Vice-Chairman White seconded the motion. All voted in favor. Mrs. Gendron will prepare the Payroll Status Change form for Chairman Courage's signature and forward same to Mrs. Bolduc, Director, Human Resources Department.

### **Discussion/Information Items:**

Water Main Upgrade – Beech and Smith Streets – Director Boucher said a sewer main upgrade on Beech Street will be undertaken in conjunction with the Water Main Upgrade is involved. Mr. Boucher explained the July 5, 2013 memo prepared by Mr. Chris Berg, Wright-Pierce, regarding the estimated flow improvements/10" water main relining between Oak and South Streets. Table 1 of Mr. Berg's memo charted estimated available fire flows with the 10" line in existing condition, with a C-value of 70. Hydraulic modeling scenarios with Prospect Hill water tank off-line were depicted at various locations in town and the corresponding gpm/psi results. Table 2 charted the same scenarios with a C-value of 100, as if the line were scoured and relined. Mr. Boucher explained that cleaning would not yield much improvement and the recommended course of action would be to upgrade the 6" water line to an 8" line. Mr. Boucher said the Fire Department must be contacted to determine ISO requirements. Discussion followed regarding fire protection, water pressure, and the anticipation of development on South Street. Mr. Berg's recommendation of an interconnecting the South Street water main to the water main on Ponemah Hill Road or Emerson Road was discussed, as was the need for an additional water storage tank. Vice-Chairman White initiated discussion weighing the potential for project scope and cost to tie in a water line loop from Emerson Road to Rt. 101 to South Street, which would involve obtaining NH DES approval, versus installing a water tank. Director Boucher said Mr. Berg will perform additional models of water main "loop" scenarios and forward results and recommendations to the commission. The elevation of the Prospect Hill tank will be noted.

Curtis Well Electrical & Instrumentation Improvements Project Update – Mr. Boucher said the electricians and Mr. Chris Berg, Wright-Pierce were onsite today. He apprised the commissioners of the punch list items.

Wastewater Switchgear Project Update – Director Boucher said the automatic transfer switch on the rental from Southworth Milton Cat was faulty. Milton Cat and Electrical Installation reps will be on-site tomorrow.

Dram Cup Tank – Director Boucher apprised the commissioners of the latest developments, the tank warranties and work to be scheduled.

Activities Report – The Commissioners reviewed the Activities Report.

**Future Appointments/Meetings:**

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, July 23, 2013 at the Water Utilities Department, 564 Nashua Street.

**Adjournment:**

Vice-Chairman White made the motion to adjourn the meeting at 8:10 p.m. Chairman Courage seconded the motion. All voted in favor.

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Robert E. Courage, Chairman

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Date

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Dale A. White, Vice-Chairman

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Date